



JOB DESCRIPTION

Position Title: **Planner**

Working Area: **Development Review**

Class Code: 4905

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Technical work involving the review, coordination, and processing of development applications as related to land development and physical development projects within the County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsibilities include review of planning and zoning issues, and design criteria related to the land development regulations, and assistance with the management of projects in the review process to insure the consistent, efficient and effective application of code.

Reviews all types of site plan, subdivision, and other permit application packages, especially related to planning and zoning, and platting issues, to assure compliance with the requirements of the County Code.

Coordinates issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the review of development projects, and makes recommendations to bring about consistency with established codes and regulations.

Reviews legal descriptions and instruments for plats, deeds and easements for dedication, as related to development proposals. Provides technical assistance to other staff and officials on matters requiring analysis of planning and zoning requirements. Participates in pre-application conferences, projects review team meetings, and Development Review Committee meetings, to assure compliance with the Land Development Code. Advises developers, engineers, and the public on County policies regarding land development requirements, planning and design criteria, and in matters relating to preliminary and final plats.

Represents the Division and the Department at various meetings and conferences and on local technical and advisory committees. Assists in the review of ordinances, rules, and regulations relating to land development regulations.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the principals and practices of planning, zoning, and land development regulations as applied to land development projects. A thorough knowledge of Local State and Federal regulations pertaining to city and county planning issues, regulations, and programs.

Ability to make effective oral presentations, prepares clear and effective technical reports and correspondence. Ability to establish and maintain effective working relationships with co-workers, subordinates, and managers. Ability to verify mathematical calculations and skills in the use of micro computers with various programs for planning analysis, database management, document preparation, and general information. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Planning or Public Administration and one year of local government planning experience. Prefer experience in plan review.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. Incumbents perform most duties sitting at a desk, table or workstation. Position has regular exposure to radiant and electrical energy found in an office environment.